



*The Office of Economic Development (OED) and the Office of Film + Music (OFM) are executive offices of the City of Seattle that work collaboratively to maximize the city's potential as a thriving hub for businesses, jobs, robust neighborhoods and economic opportunity for everyone in our city. OFM's specific mission is to make Seattle a great place to make a living making film and music. OED focuses more broadly to create a vibrant economy which benefits the whole city by promoting access to economic opportunities for all of Seattle's diverse communities, and strengthening existing industries such as technology, maritime, and manufacturing*

## **PROGRAM OVERVIEW**

This Internship Program services both City functions (OED & OFM) through shared communications platforms and provides students with the opportunity to integrate academic content with on the job experience in real world situations. The program goes beyond typical internship duties placing students in meaningful staff positions where they will lead initiatives and find rewarding challenges. It will provide students interested in economics, communications, film and music industry, business and politics with an unparalleled learning experience to supplement and enhance their academic programs. Students who excel in the program will have exclusive access to professional networks which we will transition them from school to career.

## **RESPONSIBILITIES**

The interns participate in a variety of activities for OED & OFM, including marketing, communication, and outreach tasks supporting the City's economic development agenda and mission. The Internship Program includes direct support and observance of the intersection of public policy with the city's business environment, film sets, executive government and business meetings, press conferences, music events, neighborhood forums, and business networking events. Interns are also encouraged to develop specific projects of interest that contribute to the Seattle's economic development and will have exposure to the latest issues confronting the City of Seattle.

Each program participant receives a monthly stipend of \$750.00 for the duration of the internship. In addition, interns receive a monthly bus pass.

## **QUALIFICATIONS**

We are looking for motivated individuals who are interested in utilizing a specific set of hard and soft skills that launch them onto a career path. Successful program participants will:

Demonstrate strong writing ability, conduct research, think critically, make timely decisions, multi-task, manage various projects from start to finish, design presentations for upper management and director, write (or be willing to learn) HTML and basic software code, manage website content (writing and photos) and social media platforms, communicate efficiently and effectively through verbal and virtual means, represent OED & OFM in high level meetings, analyze key metrics, manage project timelines, collaborate with multiple staff and/or departments, interact with local industry leaders, conduct targeted community outreach, and more.

At OED & OFM, interns gain practical experience that complements their academic studies, obtain critical professional level exposure that informs future career choices, and develop skills that transition well into a full-time position in the workforce. Most successful participants have a background in one or more of the following: communications, economics/political science, film/music/interactive media.

Please submit a cover letter and a résumé when applying to this internship. Application deadline is Tuesday, February 18. Please send your cover letter and résumé to [OED@seattle.gov](mailto:OED@seattle.gov)